

August 12, 2025

NOTICE OF AWARD

Subject: Reference No. : 2025-08-163
Project Title : Supply of Manpower, Equipment and Supplies for
Janitorial Services at PNOC Industrial Park

Attention : **MR. RICARDO C. JULIANO, MNSA**
President and CEO
LBP Resources and Development Corporation

Dear Mr. Juliano:

This is to advise LBP Resources and Development Corporation on the acceptance of its bid to undertake the aforementioned project in the amount of **One Million Four Hundred Fifty-Four Thousand Seven Hundred Fifty-Three Pesos and 60/100 (Php1,454,753.60)** (pro-rated subject to actual start of the contract).

Contract Duration: September 1 to December 31, 2025.

Kindly signify your agreement by signing on the space provided for below and return the other copies to us.

Very truly yours,


MA. CRISTINA SHEILA C. CABARABAN
President and CEO

CONFORME:

(Signature over Printed Name)

(Date)

August 27, 2025

MR. RICARDO C. JULIANO, MNSA
President and CEO
LBP RESOURCES AND DEVELOPMENT CORPORATION
24th Flr. LBP Plaza, 1598 M.H. Del Pilar
cor. Dr. J. Quintos Sts. Malate, Manila

NOTICE TO PROCEED

This is to advise you that your offer for **Supply of Manpower, Equipment and Supplies for Janitorial Services at PNOG Industrial Park** with ITB No. 2025-08-163 amounting to **PESOS: One Million Four Hundred Fifty-Four Thousand Seven Hundred Fifty-Three Pesos and 60/100 (Php1,454,753.60)** (*pro-rated subject to actual start of the contract*) has been accepted by the Company.

You are hereby directed to proceed with the services from September 1 to December 31, 2025.

The contract agreement to this effect shall be transmitted.

Very truly yours,


MA. CRISTINA SHEILA C. CABARABAN
President and CEO

Conforme:

Authorized Representative

Date

**MEMORANDUM OF AGREEMENT
2025 SUPPLY OF MANPOWER, EQUIPMENT AND SUPPLIES FOR
JANITORIAL SERVICES AT PNOC INDUSTRIAL PARK**

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is made and entered into this _____,
by and between:

PHILIPPINE NATIONAL OIL COMPANY (PNOC), a government owned and controlled corporation organized and existing under and by virtue of Presidential Decree No. 334, as amended, with office address at the PNOC Building 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, represented herein by its President and CEO, **MA. CRISTINA SHEILA C. CABARABAN**, whom its Board of Directors has authorize, as evidenced by the Secretary's Certificate attached and marked as "**Annex A**," and herein referred to as the "**PROCURING ENTITY**."

- and -

LBP RESOURCES AND DEVELOPMENT CORPORATION (LBRDC), a corporation duly organized and existing under Philippine laws with office address located at 24th Floor LBP Plaza, 1598 M.H. Del Pilar cor. Dr. J. Quintos Street, Malate, Manila, duly represented herein by its President & CEO, **MR. RICARDO C. JULIANO, MNSA**, authorized by its Board of Directors, as evidenced by the Secretary's Certificate attached and marked as "**Annex B**," and herein referred to as the "**SERVICE PROVIDER**."

ANTECEDENTS, That:

The PROCURING ENTITY has accepted the offer of the SERVICE PROVIDER for the procurement of its 2025 Supply of Manpower, Equipment and Supplies for Janitorial Services at PNOC Industrial Park through Negotiated Procurement (Agency to Agency) in accordance with Section 35.5 and other provisions of the 2025 IRR of RA 12009 (The New Government Procurement Act).

The SERVICE PROVIDER has agreed to provide the PROCURING ENTITY's requirements under this Agreement's terms and conditions.

The following documents shall be deemed to form and be read and construed as part of this Agreement:

- a. Proposal with Terms and Conditions of LBP Resources and Development Corporation (Annex C)
- b. Terms of Reference (Annex D)
- c. PROCURING ENTITY's Notice of Award (Annex E)
- d. PROCURING ENTITY's Notice to Proceed (Annex F)

Accordingly, the parties agree on the following terms and conditions:

Witness my hand and seal this _____ day of _____, 2025.




ARTICLE I
DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

1. The SERVICE PROVIDER shall deliver to PROCURING ENTITY the provision for the supply of manpower, equipment and supplies for Janitorial Services with the following specifications:
 - a. The contract period shall start on September 1 2025, until December 31, 2025;
 - b. Provision of manpower to perform the tasks in accordance with the Job Description provided by the PROCURING ENTITY in Item VIII of the Terms of Reference;
 - c. Provision of manpower services shall be based on the actual requirement of the PROCURING ENTITY under the Terms of Reference at the commencement of and throughout the contract period, subject to adjustment during the period covered. The PROCURING ENTITY shall notify the SERVICE PROVIDER at least a month prior to the effectivity of the adjustment;
 - d. The provision and deployment of required manpower shall be for the standard labor hours; extended hours or overtime work shall be on a need basis only, both subject to the PNOC *request* and *approval*, and must be in accordance with the *Technical Specifications*;
 - e. The PROCURING ENTITY reserves the right for immediate replacement of the assigned service personnel upon proper request/notification to the SERVICE PROVIDER on the following grounds:
 1. Unsatisfactory/poor performance;
 2. Validated complaints due to attitude problems, dishonesty, carelessness and incompetence, and other unacceptable traits/behavior;
 3. Blatant violation of the PROCURING ENTITY's rules and regulations;
 4. Serious misconduct or willful disobedience of the lawful order of the PROCURING ENTITY or representative in connection with the assigned employee's work;
 5. Commission of a crime or offense against the representative of the PROCURING ENTITY or his co-workers;
 6. Other acts and deeds that are analogous to the foregoing and which may jeopardize the position of the PROCURING ENTITY, its officers, employees, clients, and guests.

2. Delivery Schedule

SERVICE PROVIDER shall deliver the services to the Industrial Park of the PROCURING ENTITY located at Bataan as indicated in *Item IV* of the Terms of Reference;

3. SERVICE PROVIDER shall directly undertake the delivery of the services covered by this Agreement and cannot engage, subcontract, or assign any other SERVICE PROVIDER to perform the services acquired.

ARTICLE II CONTRACT PRICE AND PAYMENT

4. PROCURING ENTITY shall pay the SERVICE PROVIDER the total contract price of a Proposal by the SERVICE PROVIDER in the amount of **One Million Four Hundred Fifty-Four Thousand Seven Hundred Fifty-Three Pesos and 60/100 (PhP1,454,753.60)**, inclusive of Value Added Tax (VAT), if any, and all applicable taxes, pro-rated subject to actual start of the contract, herein called the **"Contract Price."**
5. SERVICE PROVIDER shall submit the statement or billing, and the PROCURING ENTITY shall pay the SERVICE PROVIDER within thirty (30) calendar days from receipt.
6. The billable amount under this contract may be updated or adjusted in consideration of the following:
 - a. Government-mandated increase on the assigned personnel's minimum wage, cost of SSS, Philhealth, and HDMF (Pag-IBIG) contributions, or similar increases mandated by the appropriate government authority;
 - b. Increase in salaries or incurrence of benefits of the assigned personnel under a directive/issuance by the appropriate government authority or passing a new law.

ARTICLE III BREACH OF CONTRACT AND LIQUIDATED DAMAGES

7. In case of breach or delay in the delivery, the SERVICE PROVIDER shall pay the amount of one-tenth (1/10) of one percent (1%) of the cost of the undelivered items per day of delay per delivery schedule as liquidated damages which shall be automatically deducted from any payment due the SERVICE PROVIDER. PROCURING ENTITY shall rescind the contract, without prejudice to the availment of other courses of action and remedies, once the cumulative amount of liquidated damages reaches ten percent (10%) of the total contract amount.

ARTICLE IV DISPUTE RESOLUTION

8. Any dispute arising from this Agreement shall first be settled amicably between the PROCURING ENTITY and the SERVICE PROVIDER. Failure to settle within 30 days from notice of dispute, which may be extended for another period not exceeding 30 days, entitles the aggrieved party to resort to the remedies provided under Presidential Decree No. 242, 1979 (Dispute Procedures Governing between and among the Departments, Bureaus, Offices, Agencies, and Instrumentalities of the National Government).

ARTICLE V CONTRACT DURATION

9. This Agreement shall be for the period September 1, 2025, to December 31, 2025, and unless sooner terminated in accordance with the provisions of R.A.



12009. Full delivery of all goods and services required in accordance with the agreed delivery schedule.

**ARTICLE VI
MISCELLANEOUS PROVISIONS**

- 10. In case any provision or stipulations in this Agreement is declared invalid, null and void, or contrary to law, rules, and regulations, the unaffected portion shall remain valid and effective.
- 11. All mandatory provisions of RA 12009, its rules and other pertinent laws, rules, and regulations, and all the terms and conditions outlined in the SERVICE PROVIDER's Price Quotation shall form an integral part of this contract.
- 12. Amendment or revision of any provision shall be upon mutual agreement and approval of both the PROCURING ENTITY and the SERVICE PROVIDER which shall be in writing and duly signed by both parties.

**ARTICLE VII
SEPARABILITY CLAUSE**

13. If any paragraph, subparagraph, or part of this contract is declared by a competent court to be contrary to law, public policy, or otherwise declared invalid, such shall not affect the other paragraph, sub-paragraphs, or parts of this contract.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on this _____ 2025 at the City of Manila.

LBP RESOURCES AND
DEVELOPMENT CORPORATION
(SERVICE PROVIDER)

By:

RICARDO C. JULIANO, MNSA
President & CEO

PHILIPPINE NATIONAL OIL COMPANY
(PROCURING ENTITY)

By:

MA. CRISTINA SHEILA C. CABARABAN
President & CEO

SIGNED IN THE PRESENCE OF:

NERI T. BELEY
Acting Manager
Property Management &
Maintenance Services Department

DOMINGO S. INLONG
OIC MANAGER
PARK MANAGEMENT DEPARTMENT

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF IMUS, CAVITE) S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction personally appeared and presented their government-issued identification cards bearing photograph and signature:

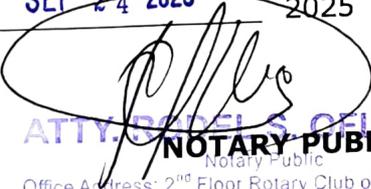
NAME	VALID ID	PLACE/DATE ISSUED
MA. CRISTINA SHEILA C. CABARABAN	PRC ID No. 0002963	4-25-1995

RICARDO C. JULIANO

Known/identified to be the same persons who executed the foregoing instrument, and they acknowledged to me that the same is their voluntary act and deed and of the corporation/s herein represented.

The above instrument refers to a Memorandum of Agreement and consists of five (5) pages, including this page, where the acknowledgment is written and duly signed by the parties and their instrumental witnesses on each and every page thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal this SEP 24 2025 day of 2025 at the City of IMUS, CAVITE.



ATTY. RODEL S. DELEAR
Notary Public

Office Address: 2nd Floor Rotary Club of Cavite East
Old LTO Compound Palco IV, Imus City, Cavite
Valid Until: Dec. 31, 2026
Notarial Commission No. NP Case No. 00385-24
Roll No. 80205
IBP Roll No. 586613/01-06-26, PASIC CITY
PTR No. 2935606/01-0 5-26, BACOR CITY
MCLE NO. EXEMPT-VALID UNTIL 05-18-25
COMMISSION IN IMUS & KAWIT, CAVITE

Doc. No. 09
Page No. 15
Book No. 11
Series of 2025.

